



DEVAL L. PATRICK
GOVERNOR

JOHN W. POLANOWICZ
SECRETARY

CHERYL BARTLETT, RN
COMMISSIONER

The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
Bureau of Health Care Safety and Quality
Medical Use of Marijuana Program
99 Chauncy Street, 11th Floor, Boston, MA 02111

Tel: 617-660-5370
www.mass.gov/medicalmarijuana

How to Register with the Medical Use of Marijuana Program:

Physician step-by-step instructions

A physician who wishes to issue a certification for a qualifying patient for the medical use of marijuana must register with the Massachusetts Department of Public Health's Medical Use of Marijuana Online Registration System (the MMJ Online System).

To become a certifying physician, a physician (MD or DO) must:

- be a Massachusetts-licensed physician;
- hold an active full license with no prescribing restrictions;
- hold a Massachusetts Controlled Substances Registration (MCSR); and
- have at least one established place of practice in Massachusetts.

Please refer to the "Guidance for Physicians on the Medical Use of Marijuana" on mass.gov/medicalmarijuana for additional information.

Qualifying patients will not be able to initiate their online registration process until they are certified by a physician registered with the MMJ Online System.

Please read the following instructions before you begin the physician registration process in the MMJ Online System.

REGISTRATION PROCESS

The MMJ Online System is housed within the Virtual Gateway (VG) portal. Physicians will need to utilize their existing VG account to be linked with the MMJ Online System. Depending on both your individual and your organization's existing account type with the VG, your account will either need to be linked to the MMJ Online System or issued an additional organizational ID and then be linked with the system.

In order to register, please follow these steps:

- **Step 1:** Contact The Medical Use of Marijuana Support Center at 617-660-5370 to determine your VG account status. Depending on your VG status, you, or in some cases, your organization's Access Administrator, may be asked to complete one of more of the following forms:
 - A Use Request Form
 - A Virtual Gateway Services Agreement
 - An Access Administrator designation form
- **Step 2:** After you or your organization's Access Administrator have completed the requisite form(s), the original signed form(s) with inked signature(s) will need to be sent to the Program via US mail to:

*Massachusetts Department of Public Health
Medical Use of Marijuana, VG Forms Processing
99 Chauncy Street, 11th Floor
Boston, MA 02111*

- **Step 3:** The Program support staff will process the form(s) and, once your VG account has been updated, you will receive an email directing you to register on the MMJ Online System. This email will include your temporary username and password. Follow the link, read and accept the terms and conditions, enter the personal information required, and select a 4-digit pin number. After answering the security question, click "Submit" to be taken to the next page.
- **Step 4:** You will then receive a second email from the VG system telling you that your account request has been processed. This email will contain a link that you will click on in order to finish the VG registration process. At this link you will need to create a password and answer two security questions that will be used to reset your password if you forget it.
- **Step 5:** Once you complete this information you will be taken to a screen that contains your username. Your VG account is now created. Any time you wish to return to the MMJ Online System you will log in to the VG at <https://gateway.hhs.state.ma.us> with the username provided and the password you selected.
- **Step 6:** When you log in to the VG click on the link to "Medical Use of Marijuana System". This will take you to the MMJ Online System.
- **Step 7:** Click "Register" to access the Home Page for the MMJ Online System. This is where you will enter in your registration information that includes your name, area of specialty, Board of Registration in Medicine (BORIM) number, Massachusetts Controlled Substances Registration (MCSR) number, email, name of practice, business address, and phone number.

- **Step 8:** At the bottom of the page is a list of attestations. Read and agree to the attestations by checking on the box saying that you “attest to comply with the stated requirements”. Click on “Proceed” to continue to the next page.
- **Step 9:** You will then be taken to a Registration Confirmation screen that will contain your registration number. You can then click on the “OK” button to be taken to the Home page. You are now officially registered and may certify patients. You will also receive confirmation of your physician registration via e-mail that contains a link that will direct you to your Home page.
- **Step 10:** The Home page will be the screen you see each time you log into the MMJ Online System. From the Home page you can certify a patient, search your patients, update your registration information, generate reports, and access help for more information.

QUESTIONS

Should you have questions regarding the registration process, please contact the Medical Use of Marijuana Program Support Center at 617-660-5370.